



CUSTODIAN

OPEN SPOT EXAMINATION

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

SPOT FOR Humboldt County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an eligible list for Humboldt County.

Positions exist in Arcata.

FINAL FILING DATE **July 15, 2010**

Applications (STD. 678, Rev. 08-09) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol
Selection Standards and Examinations Unit
P. O. Box 942898
Sacramento, CA 94298-0001

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

SALARY RANGE \$2098 - \$2549

This is an open examination. Career credits do not apply.

ELIGIBLE LIST INFORMATION A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "Or II," "Or III," etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Six months of experience in the California state service performing the duties of a Service Assistant (Custodian). (Promotional candidates who have completed four months of the required experience will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)

Or II

Six months of experience as a Custodian.

SPECIAL PERSONAL CHARACTERISTIC Willingness to work at night.

THE POSITION A Custodian, under supervision, performs janitorial duties in keeping an assigned office, building, or area clean and orderly; and performs other related duties.

EXAMINATION INFORMATION This examination will consist of a Supplemental Application weighted 100%.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

All candidates who meet the requirements for admittance to this examination will be required to complete a Supplemental Application which will be mailed at a later date. The information on the Supplemental Application will be used to assess, on a competitive basis, each candidate's relevant training and experience. The Supplemental Application will be evaluated by using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **Competitors who do not complete the Supplemental Application will be eliminated from the examination.**

Supplemental Application Only - Weighted 100%

Scope:

- A. Knowledge of:
 - 1. Methods, materials, chemicals, disinfectants, and equipment used in janitorial work.
 - 2. Safety practices in janitorial work.
- B. Ability to:
 - 1. Use and care for janitorial equipment and supplies.
 - 2. Follow directions.
 - 3. Communicate effectively at a level appropriate to the classification.

VETERANS PREFERENCE

Veterans preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

HIRING INFORMATION

Background Investigation: The CHP conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the standard application (STD. 678, Rev. 08-09) which is completed prior to the examination. You may be required to divulge conviction information on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examination Services, telephone (916) 843-3820, three weeks after the final filing date if he/she has not received a progress notice.

Applications (STD. 678, Rev. 08-09) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB Website at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Veterans Preference: Government Code Section 18973.5(a) defines an entrance examination, for purposes of awarding veterans preference credits in open and open nonpromotional examinations as "...any open competitive examination other than one for a classification having a requirement of both college graduation AND two or more years of experience". Government Code Section 18973.5(b) requires that veterans preference credits be awarded in all qualifying entrance examinations in which a veteran competes and that no veterans credits shall be allowed once a veteran achieves permanent civil service status (successful completion of the probationary period for the classification of hire). In open examinations, veterans, widows, or widowers of veterans, and spouses of disabled veterans qualify for veterans points: 15 points for disabled veterans; 10 points for other veterans. In open nonpromotional examinations, only the veteran qualifies for veterans points: 15 points for disabled veterans; 10 points for other veterans. Directions for applying for veterans preference points are on the Application for Veterans Preference form (SPB 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.